



**ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS**

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**Regular Session Minutes**

**December 12, 2008**

**Board Members Present:** Geri DeWaard, OTR, Chair  
Rebecca Grabski, OTA Vice-Chair  
John Tutelman, Public Representative  
Kathryn Babits, OTR Member

**Board Member not present:** Deborah Devine, Public Representative

**Staff Present:** Wendy Hammon, Acting Executive Director  
Vicki Egurrola, Administrative Assistant

**Legal Representative:** Seth Hargraves, Assistant Attorney General

**Call to Order**

The regularly scheduled meeting of the Arizona State Board of Occupational Therapy Examiners was called to order at 1:30 p.m. Geri DeWaard, Chair presiding.

**Approval of Minutes**

**Regular Session Minutes of November 14, 2008**

Ms. Babits moved to approve the November 14, 2008 regular session meeting minutes as amended. Mr. Tutelman seconded the motion. The motion passed 4-0.

**Appointment of Wendy Hammon as Temporary Executive Director**

John Tutelman moved to appoint Wendy Hammon as Temporary Executive Director. Kathryn Babits seconded the motion. The motion passed 4-0.

**Initial Review of Complaints**

No new complaints

**Open Complaints**

Shauna Lacanlale, OTR

Ms. Egurrola informed the Board that the Consent Agreement that was to be issued to Ms. Lacanlale for providing OT services on an expired license had not been drafted and sent to Ms. Lacanlale.

Mr. Hargraves stated that he will get the Consent Agreement drafted so that staff can send to Ms. Lacanlale.

### **Disciplinary Status Report**

#### **Shawn A. Keams, OTA**

Shawn A. Keams, OTA is currently on probation for a violation of the Arizona Revised Statutes governing the practice of occupational therapy. Terms and conditions of probation are monitored monthly for compliance with a signed Consent Agreement.

The Board is in receipt of the October, 2008 monthly report from Mr. Keams regarding his monthly attendance at AA meetings. The Board found Mr. Keams in compliance.

#### **Complaint No. 07-135-B Cody DeGuzman, OTA**

Cody DeGuzman, OTA is currently on probation for a violation of the Arizona Revised Statutes governing the practice of occupational therapy. Terms and conditions of probation are monitored monthly for compliance with a Consent Agreement.

At a previous meeting, the Board found Mr. DeGuzman in compliance with all of the terms of his probation, and is awaiting a written request from Mr. DeGuzman requesting termination of his probation.

The Board requested staff to contact Mr. DeGuzman to inform him that he will need to request to have probation terminated.

### **Substantive Review, Discussion, and Vote Re: Applications For Licenses as Follows:**

#### **a. Initial Applications**

Mr. Tutelman moved to approve the initial applicants listed on the December, 2008 "initial applicant list". Ms. Babits seconded the motion. The motion passed 4-0.

#### **b. Renewal of Licenses**

Ms. Babits moved to approve the renewal applicants listed on the December, 2008 "renewal of licensees list". Ms. Grabski seconded the motion. The motion passed 4-0.

#### **c. Limited Permits**

Ms. DeWaard moved to approve the Limited Permit applicants listed on the December, 2008 "limited permit licensees list". Mr. Tutelman seconded the motion. The motion passed 4-0.

### **Executive Director's Report**

#### **a. Revenue and Expenditure Report**

The Board reviewed the October, 2008 Revenue and Expenditure Report.

### **Other Board Business and Reports**

#### **a. Update on missing cash-Risk Management**

Ms. Hammon updated the Board on where the process is in recovering the cash that had been found missing during an audit. Ms Hammon informed the Board that there is

a one year time frame as to when the Board should have filed to recover the missing money.

**b. Status of Rules**

Ms. Hammon informed the Board that she will be meeting with the Rule writer regarding the rules.

**c. Personnel; Matters**

The Board directed staff to draft a follow-up letter to submit to the Board at each Board meeting.

The Board discussed the Hiring of an Executive Director, and stated that they will hold a telephonic meeting after they receive approval to hire from the Governor's office.

**d. Communications from Roberta Schoen regarding Statutes and Rule changes.**

The Board reviewed and discussed the material received from Roberta Schoen; following discussion Ms. Grabski moved to direct Seth Hargraves Assistant Attorney General to draft a letter informing Ms. Schoen that the Board is in receipt of the documentation that she submitted to the Board to review. Ms. DeWaard seconded the motion. Motion passed 4-0.

**Review Meeting Schedule**

No changes were made to the meeting schedule in January and February.

**Call to the Public**

No public comment was received.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Wendy Hammon  
Executive Director

